

**KANSAS REAL ESTATE COMMISSION  
THREE TOWNSITE PLAZA, SUITE 200  
120 S.E. 6TH AVE.  
TOPEKA, KS 66603-3511  
(785) 296-2099**

**INDIVIDUAL REQUEST FOR REAL ESTATE EDUCATION CREDIT**

For evaluation of your non-approved real estate related course, complete this form and return it with the attachments requested to the address shown above. Courses completed prior to the date of your current license period will not be considered for credit.

Be sure to submit your request promptly, so that another course can be completed prior to your renewal due date should your request be denied.

Correspondence courses must include a closed-book, proctored final exam.

You are limited to one appraisal-type course per two-year renewal period, and three hours is the maximum amount allowed.

**FULL NAME:** \_\_\_\_\_

**LICENSE NUMBER:** \_\_\_\_\_ **DAYTIME PHONE #:**( \_\_\_\_\_ ) \_\_\_\_\_

**RESIDENCE ADDRESS:** \_\_\_\_\_  
(street) (city) (state) (zip code)

**COURSE TITLE:** \_\_\_\_\_ **COURSE DATE:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_ **# OF HOURS OF INSTRUCTION:** \_\_\_\_\_  
(city and state) (excluding meals and breaks)

**COURSE SPONSOR:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
(street) (city) (state) (zip code)

**PHONE #:**( \_\_\_\_\_ ) **E-MAIL ADDRESS:** \_\_\_\_\_

**CONTACT PERSON AND/OR INSTRUCTOR:** \_\_\_\_\_

\_\_\_\_\_  
Date Signature of Licensee

**THE FOLLOWING ATTACHMENTS MUST BE INCLUDED:**

1. Check for \$10 payable to the Kansas Real Estate Commission (K.R.E.C.) (nonrefundable, nontransferable).
2. Stamped, self-addressed envelope, if confirmation of credit is desired.
3. Outline, brochure or other documents thoroughly describing course content.
4. Background information on instructors.
5. If course is already completed, evidence of such signed by the course sponsor, certifying that the course was completed.

**FOR COMMISSION USE ONLY**

FEE: \_\_\_\_\_ DEPOSIT  
DATE: \_\_\_\_\_